

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

INTERNAL/EXTERNAL

AUGUST 21, 2008

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Title:	Maintenance Worker	Position No.:	51256
Division:	Disability Services	Pay Band:	2
Location:	Environmental Services Boulder, MT	Union:	AFSCME
Status:	Perm/Full-time	Starting Date:	As soon as possible
Salary:	\$8.262 to \$10.328 hourly Depending on qualifications	Supplement:	No

APPLICATION DEADLINE: Applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414, or e-mail to cbirtcher@mt.gov. Applications may also be submitted to a Local Job Service Office. All application materials must be submitted no later than 5:00 p.m. Friday, September 5, 2008.

SPECIAL INFORMATION: 6:00 a.m. to 4:00 p.m.; Wednesday, Thursday and Friday off. Employee may be required to change shift and/or days off to accommodate facility needs.

Must be able to pass pre-employment and random drug and alcohol testing per DOT guidelines.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Officer at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

ESSENTIAL JOB FUNCTIONS:

- A. Performs repairs on the following, using hand tools and a basic knowledge of plumbing, electrical, mechanical, construction, and heating and safety standards.
1. Refrigerators and Freezers - Cleans coils and drip pans; inspects door seals, latches and hinges. Checks that unit is working at proper temperature. Repairs or replaces faulty door hardware and door gaskets, cart plugs, shelves, lights and trays. Notifies Environmental Services Manager of any condition noticed during monthly inspections that requires additional service by either MDC Craftsperson or Contracted Vendor.
 2. Exhaust Fans - Cleans and replaces filters, lubricates and inspects bearings, adjusts or replaces v-belts.
 3. Clothing Dryer - Inspects motors and drive chain/belt and burner area for lint build up, lubricates bearings and vacuums area to prevent possible fire.

ESSENTIAL JOB FUNCTIONS: - continued

4. Rethermalization Cook Chill Equipment - Inspects shelves and plug for proper operating temperature and cart plug for proper operation. Replaces shelves if faulty. Keeps record of shelves replaced and maintenance done on unit. Inspects and repairs/replaces mechanical parts such as wheels, handles, trim and shelf brackets, door hinges and seals.
 5. Fire Alarm Support - Responds to fire alarms as a member of the Fire Team and checks for origins of alarm, assists in evacuation of clients and, if no fire, notifies proper authorities and resets fire panel. Assists the MDC Occupational and Safety Officer during the frequently required conducting of fire drills.
 6. Restrooms/Bathrooms - Repairs or replaces bathroom privacy stalls and screens, toilet seats, paper towel dispensers, toilet paper dispensers, soap dispensers and air fresheners, and flush-o-meter cartridges.
 7. Furniture - Assembles, maintains and repairs simple and complex furniture (such as computer desks, couches, chairs, waterbeds and tables) using manufacturer's instructions and common hand and power tools recommended such as hand drills, screwdrivers, wrenches, glue, nails or screws supplied by manufacturer. Repair such items by replacing glides, casters and other broken or missing parts.
 8. Recreational Type Equipment - Assembles, maintains and repairs treadmills, exercise bicycles, weight lifting equipment using instructions and common hand and power tools recommended by manufacturer such as drills, screwdrivers, wrenches, nuts and bolts supplied by manufacturer.
 9. Electrical Items - Repairs/replaces certain electrical items such as outlet covers, switches, covers, ballasts, duplex outlets, lampholders, light bulbs and tubes.
 10. Windows - Replaces glass, glazes, replaces or repairs broken window hardware such as cranks, hinges, glides, latches and counter weights or springs.
 11. Washing Machines - Inspects and repairs drive belts, pumps, or drive train.
- B. Performs general lawn and landscaping maintenance utilizing current grounds maintenance principles, practices, methods and equipment, maintains streets, performs snow removal and collects facility refuse.
1. Lawn Care - Mows, waters, de-thatches, fertilizes, re-sods and weeds facilities lawns, trees, cemetery and un-watered areas using lawn tractors, push type mowers, gas-powered weed-eaters, herbicide sprayers, de-thatchers, roto-tillers, lawn-sweepers, wheelbarrows, shovels, rakes, fertilizer spreaders and other grounds-keeper's tools and equipment. Must select and order appropriate fertilizers and weed control products.
 2. Operates and maintains the facilities underground sprinkler system - replaces defective heads, monitors spray patterns, adjusts time clocks for changes in watering times. Locates and sets hand irrigation lines.
 3. Maintains and repairs asphalt roads, parking lots, and gravel roads using grader, dump truck, front-end loader, back-hoe, street sweeper, bulldozer, large volume air compressor, jack hammer, shovels, wheelbarrow, rakes, compactor and propane burner.
 4. Removes snow and ice from streets, sidewalks, parking lots and other roadways using trucks and tractors with hydraulic plows, snow blower, rotary brush, shovels, brooms, de-icing compounds, and ice chippers.
 5. Collects facility solid waste. Disposes of waste into on-site transfer station. Cleans and disinfects all satellite collection areas using hoses, disinfectant, detergent, scrapers and brooms.
 6. Tree, Shrub and Garden Care - Plants, trims, fertilizes, sprays and otherwise maintains trees, shrubs, gardens and flower beds using gas powered generator, hedge trimmer, chain saw, ladders, shovels, hoe, fertilizers, tree limb pruners, roto-tiller, wheelbarrow, and other tools associated with the grounds keeping trade.
 7. Erects and maintains fencing - chain link, wire, steel. Replaces broken fence posts or rails, adjusts wire tension, gates, repairs broken sections of wire fencing using post pounder, post auger, fencing pliers, staples, shovels, wire stretcher, manual post hole diggers, digging bars, saws, and hammers.

ESSENTIAL JOB FUNCTIONS: - continued

8. Lawn machinery care - changes oil, air, and fuel filters, lubricates bearings and other wear points, sharpens cutting blades, replaces worn out push blades on snow plows, inspects, adjusts/replaces v-belts, rebuilds mower decks including the replacement of bearings, shaft pulleys, etc...
- C. Performs inspections using knowledge of life safety codes.
 1. Inspects monthly fire extinguisher hoses, instruction labels, seals, pressure at proper level, and that extinguisher is in proper place and unobstructed and records findings in log book to maintain State Fire Marshal codes.
 2. As a team member of the Safety Committee and Quality Assurance Committee, completes building checklists for infection control and safety and reports findings to Environmental Services Manager.
- D. Performs general maintenance, repair and systems cleaning.
 1. Unplugs toilets, sinks, urinals, floor drains and sewer lines using plumber snake, plunger and power augers.
 2. Regulates heat in buildings by turning up/down thermostats, turns on/off exhaust fans or ventilators.
 3. Inspects motors, v-belts/drive chains, lubricates motors and bearings, replaces disposable filters and cleans and reinstalls permanent filters to maintain heat/ventilator units.
- E. Operates vehicles and equipment to transport staff and materials using a Montana Commercial Driver's license Class C type 2 as needed, and safe operating procedures.
 1. Operates handicapped vans, vans, and automobiles to transport clients and staff.
 2. Dispatches, fuels and checks fluid levels and tire pressure of MDC vehicles.
 3. Loads, moves, and unloads material, furniture, and equipment using forklift, trucks, dollies including four-wheel appliance dolly.
- F. Moves furniture and equipment for client and staff using desk movers, forklifts, trucks, and dollies.
- G. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
 1. Lifts using proper body mechanics.
 2. Utilizes assistance or assisting devices to safely move objects.
 3. Utilizes safety precautions with tools and equipment.
- H. Within the limit of training and ability acts to protect facility clients from immediate harm in any observed or known perilous situation where the potential for injury or death is clear.
- I. Performs related work as required or assigned and assists crafts persons.
- J. Cooperates with other staff and demonstrates respect for other employees, which contributes to a positive and efficient working environment.
- K. Complies with Department, Division and Unit policy and/or direction and consults, as needed or required, with supervisors to obtain clarification or address concerns.
- L. Complies with HIPAA guidelines for Level 2 information - does identify the client and their basic demographic information. It does relate the type of services or date(s) of service and basic program information. Level 2 information would be the type contained in an eligibility file, name of services provided, or residence #.

KNOWLEDGES, SKILLS AND ABILITIES DESIRED:

Knowledge: Knowledge of principles, practices, methods and equipment used in facility maintenance, construction, repair work and grounds maintenance. Should have a basic knowledge of plumbing, electrical, mechanical, construction, heating and life safety codes. Knowledge of handling of bio-hazardous materials and safety procedures. Knowledge of Client Rights and MANDT procedures.

KNOWLEDGES, SKILLS AND ABILITIES DESIRED: - continued

Skills: Must be skilled in use of construction tools and maintenance equipment to include but not limited to:

Hand tools	Power tools	Back hoe
Plumbing augers	Forklifts	1/2 ton truck
Lifting & moving equipment	Ladders and vacuums	5-ton Dump truck
Lawn tractors	Front-end loader	Snow plows
Chain saws	Generators	Rototillers
Pesticide/herbicide sprayers		

Abilities: - must have the ability to:

- 1) perform critical physical demands of job as outlined in Working Conditions & Physical Demands.
- 2) pass pre-placement functional assessment.
- 3) follow oral or written instruction.
- 4) work with limited supervision.
- 5) make routine operating repairs and adjustments to equipment and maintain records.
- 6) obtain Montana Commercial drivers license (Class C, Type 2) with endorsement for air brakes within three months of employment.
- 7) read parts lists and exploded views of equipment in order to specify parts needed for repair.

EDUCATION: The above knowledge, skills and abilities are typically acquired through high school graduation or GED with course work in the building trades and two years of related general maintenance experience; preferably work in an institutional setting. If no applications are received from fully qualified applicants a training assignment may be considered.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at a pay band 2 on the state's general pay plan. Permanent, full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts," public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the Agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicant's qualifications may include, but are not limited to, an evaluation of the Montana State Application Form; a structured interview; a performance test, reference checks and an extensive background check. Application materials required are as noted below:

1. Current employees of the Montana Developmental Center must submit a signed and

completed Bid Request Form.

APPLICATION AND SELECTION PROCESS: - continued

2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414, or e-mail to cbirtcher@mt.gov. Applications may also be submitted to a Local Job Service Office.
3. Any relevant college transcripts must be submitted with application materials.
4. Successful applicant must pass pre-employment drug testing.
5. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.